

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

- APPLICATIONS** : Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.
- CLOSING DATE** : 15 July 2022 - Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department's website (www.dirco.gov.za) – home page under Employment Information. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Drivers licence as well as any other relevant documents will only be submitted from shortlisted candidates. Received applications using the incorrect Z83 for employment will not be considered. All appointments will be subjected to a process of security clearance. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments), using the mandated DPSA SMS competency assessment tools; All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications; In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered; A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS appointments. The course is available at the NSG under the name: Certificate for entry into SMS and the full details can be obtained by following the link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme> ; The successful candidate will have to complete a Financial Disclosure form annually; We thank all applicants for their interest; DIRCO reserves the right not to make appointments; Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 23/103** : **CHIEF FINANCIAL OFFICER**
Re-advertisement and applicants who applied previously must re-apply.
Branch: Financial & Asset Management
- SALARY** : R1 544 415 per annum - This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign performance contract with the Director-General.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an undergraduate qualification and a post graduate qualification (NQF8) in Finance / Accounting, or an equivalent qualification as recognised by SAQA; Registration as a Chartered Accountant (South Africa) will be an added advantage Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in government: Generally, Recognised Accounting Practices (GRAP), Foreign Service Act, and Preferential Procurement Policy Framework (PPPFA); At least 8-10 years of experience at a senior managerial level, coupled with extensive management

experience in the field of financial management covering Accounting, Budgeting, Reporting, Asset Management and Supply Chain Management; Willingness to work irregular hours and travel extensively; A valid driver's license. Competencies & Skills: Excellent knowledge of financial management, contract management, supply chain management systems and budgeting principles; Expert knowledge of Basic Accounting Systems, procedures and controls within the private and public sectors; Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting, management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management; Knowledge and understanding of Facilities and Property management; Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa; Acumen and experience to manage and interact with key stakeholders at senior level; Proven strategic and leadership capabilities, programme and project management, and people management and empowerment; Well-developed research and development methodologies. Excellent communication skills (written and verbal); Client orientation and customer focus, honesty and integrity, and time management skills; Excellent project management, problem solving, report writing, computer and analytic skills are key to this post; Understanding of SA foreign policy.

DUTIES :
Oversee and provide overall management in the implementation of financial management and administrative services; Oversee and manage the provisioning of assets and supply chain management services; Provide overall management and facilitation of properties and facilities management services; Provide overall management and strategic direction in the Branch; Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to 43 of the PFMA; Maintain an integrated accounting and financial management system, including financial reporting and internal control; Oversee the budgetary process within the Department and ensure alignment to Departmental strategic objectives as well as exercise budgetary control and provide early warning arrangements at strategic level; Oversee the preparation and submission of quarterly and annual financial statements including other financial reports and liaise with National Treasury and the Auditor-General in this regard; Participate in policy formulation and review by rendering advice to the Executing Authority, Accounting Officer and Top Management on financial matters and financial consequences thereof; Oversee the development, revision and alignment of DIRCO policies, priorities and processes according to National Legislation, Public Service Regulations and national and international best practices; Liaise with CFO's of other Government departments regarding financial transactions for diplomatic missions abroad and ensure speedy recovery of expenditure incurred by the Department on behalf of other Departments; Liaise with the relevant role-players in the financial environment regarding transversal financial matters; Manage foreign exchange fluctuation in line with National Treasury and South African Reserve Bank (SARB) guidelines.

ENQUIRIES : Mr J Matji, Tel (012) 301 8764
APPLICATIONS : Please e-mail your application to cfo22@dirco.gov.za Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.

POST 23/104 : **DEPUTY DIRECTOR-GENERAL: GLOBAL GOVERNANCE & CONTINENTAL AGENDA**
Branch: Global Governance & Continental Agenda

SALARY : R1 544 415 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign performance contract with the Director-General.

CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA in Political Science or related fields. 8 – 10 years of experience at senior managerial level in International Relations or related fields. Competencies And Skills: Knowledge and understanding of relevant public service legislation Knowledge and understanding of SA Foreign Policy Knowledge and understanding of National policies and priorities In depth knowledge and understanding of South

Africa, the region as well as the continent Understanding of International Trade and Investment Knowledge and Understanding of Political Science and International Relations Diplomacy Networking Strategic capability & leadership Financial management People management & empowerment Change Management Programme & Project management Policy analysis & development Negotiation

DUTIES

: As Head of the Branch, the Deputy Director-General will: Provide overall management and strategic direction in the Branch, including financial and human resource management Provide strategic direction in coordinating South Africa's participation in the AU political, peace and security organs and its processes Provide strategic direction in coordinating South Africa's participation in the UN political, peace and security organs and its processes Provide strategic direction in coordinating South Africa's participation in multilateral fora on human rights, humanitarian affairs and social development Provide strategic direction in the promotion of South Africa's national interests on development and international trade activities Provide strategic direction on matters pertaining to disarmament, non-proliferation and transnational organized crime

ENQUIRIES

: Mr J Matji, Tel (012) 301 8764

APPLICATIONS

: Please e-mail your application to ddgggca22@dirco.gov.za Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.